



COMPLIANCE SPECIALIST

Department / Program: Hopi Resource Enforcement Services

Reports To: HRES Lieutenant (Administration)

Salary/Hourly Range: 32

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Created: 02/08/2016

INTRODUCTION:

This position is grant-funded. The Compliance Specialist will primarily be responsible for identifying, registering, and monitoring sex offenders within the jurisdiction of the Hopi Tribe. The Compliance Specialist will work under the supervision of the Lieutenant who will review work for overall effectiveness and compliance with policies, tribal, state and federal law. The Compliance Specialist will also provide training to the general public, law enforcement and other tribal programs on the regulations of SORNA.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive. Any one position of this class may not include all duties included, nor do listed examples include all duties that may be found in positions of this class.)

1. Identify, register and monitor sex offenders living within the jurisdiction of the Hopi Tribe.
2. Monitor compliance with court orders of sex offenders and other offenders under community, court or police supervision living within the jurisdiction of the Hopi Tribe.
3. Coordinate, communicate and cooperate with other jurisdictions in identification, registration and monitoring of sex offenders and other offenders presenting a public safety risk to children and the community as a whole.
4. Work in conjunction with the Hopi Resource Enforcement Services to collect and track data to assist in identification, registration and monitoring of sex offenders and other offenders presenting a risk to the community.
5. Researches, develops and implements training modules and protocols for participating agencies to comply with the Adam Walsh; develops or obtains educational material and disseminates to court & law enforcement personnel, the Hopi/Tewa villages/ communities, related agencies and other interested parties.
6. Conduct community education and engage in community outreach for prevention of victimization by sex offenders and to encourage reporting, investigation and successful and aggressive prosecution of sex offenses and other offenses.
7. Report offender compliance to the appropriate courts and take all action necessary to ensure community safety and to prevent further victimization.
8. Make recommendations to appropriate courts regarding sanctions for non-compliance of offenders and necessary services and treatment for both offenders and victims.
9. Establish and maintain working and collaborative relationships with entities in outside jurisdictions, including, but not limited to, schools, churches, victim advocacy groups, service and treatment providers, colleges, etc.
10. Maintain files and records of all offenders, their conditions or release or sentences, and their compliance with requirements.
11. Performs other related duties as assigned by supervisor to achieve program goals and objectives.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is primarily performed in a standard office environment that requires normal safety precautions. Work may extend beyond the normal eight (8) hour daily schedule.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Associates Degree in Criminal Justice or Business Administration or related field;

AND

Experience: One (1) year work experience in program administration and compliance;

OR

Any equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of laws and ordinances, particularly the laws of arrest and evidence and the Sex Offender Registration and Notification Act (SORNA)
- Knowledge of outside agencies for necessary referrals and data collection
- Knowledge, experience and understanding of tribal culture and traditions

Skills:

- Communicating clearly, concisely and effectively, both orally and in writing
- Use of computer/keyboard devices to retrieve and/or enter information
- Effective decision making/problem solving based on a limited amount of information in crisis or emergency situations
- Use of modern office equipment (e.g. various keyboards, multi-line telephone system, photo copiers, radio devices, FAX machines, shredders, etc.)

Abilities:

- Ability to adhere to confidentiality policy
- Ability to deal firmly and courteously with offenders, those under custody and suspicion of having committed an offense
- Ability to deal courteously and in a supportive fashion with victims and their families
- Ability to analyze situations quickly and objectively and to determine proper course of action
- Ability to obtain accurate information through effective interview and interrogation
- Ability to understand and interpret complex statutes, ordinances, regulations and standards
- Ability to write and speak effectively

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Complete/pass a polygraph examination for ACIC/NCIC Access.
4. No felony convictions.
5. No court case pending (excluding minor traffic violations and civil cases that do not involve domestic violence) within the past twelve (12) months.
6. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing.